

~~DRAFT~~
~~SECRET~~

TAB G

DUTY STATUS REPORTS (TIME AND ATTENDANCE AND LEAVE).

If an agent is payrolled in the field, this should not be a problem under current procedures. If the agent is payrolled at headquarters, the payroll unit is not in a position to know if a payment is proper until advised by an official who is knowledgeable and responsible. Perhaps our present procedures (monthly individual reports from the field) result from overpayments in the past because of no notice, or late notice, that a payment is not in order. It could readily be determined, in each case of an agent payrolled at headquarters where the point of knowledgeability and responsibility for payments to the agent rests. If it is in headquarters, there is no need to obtain a report from the field. If the point of responsibility is in the field, the station could be charged with responsibility for timely notice to headquarters if a payment should not be made. Otherwise an annual statement would seem sufficient for headquarters payroll records and then a simple memo listing the agents whose continued pay is in order should suffice. This would eliminate 11 or more reports for each agent per year.

Her Office

~~CONFIDENTIAL~~

~~DRAFT~~